

Queen Katharine Academy

# SAFEGUARDING

For Parents, Carers & Visitors

Safeguarding is everyone's responsibility



**Mrs Dunbar**

**DSL**



**Miss Roddis**

**DDSL**



**Miss Tucker**

**Admin**

Contactsafeguarding@qka.education

01733 383888 ext 3878



## Welcome

We hope that your visit will be enjoyable, informative and safe.

Please help us by reading and complying with guidance contained on this card, which is intended to ensure your health and safety whilst at Queen Katharine Academy. If you have any questions after reading this, please do not hesitate to ask a member of staff to help you.

### Safeguarding Guidance

Adults visiting or working on the school site play an important part in the life of the school. You can play a part in keeping children safe whilst working at, or visiting the Academy by;

- Not initiating verbal or physical contact with students unless appropriate and part of the agreed reason for your visit
- Not giving personal information to students such as mobile number, address or personal email address. Including social media networks and profiles

Please do not discuss your concerns with the student nor carry out any investigation, if a student makes a disclosure do not promise confidentiality. Never agree to keep anything a secret and make sure you pass on the information to a designated member of the safeguarding team immediately.





Staff at Queen Katharine Academy are committed to safeguarding and promoting the welfare of children and young people and expect our volunteers and visitors to share this commitment.

### **Student Wellbeing**

The welfare and wellbeing of our students is paramount, we have a wealth of wellbeing and support information for both students and parents available on our website. Please see the 'Student Wellbeing' and 'Safeguarding' tabs on [www.qka.education](http://www.qka.education)

All staff encourage students to talk to someone about their feelings, to help put things into perspective and to help relieve some of the pressures that school can bring. Students have access to their Progress Teams, the Safeguarding Team and their Tutors.

### **First Aid**

If you need first aid or feel unwell please inform your host who will notify the Medical and Welfare Officer

### **Smoking**

All Queen Katharine buildings and grounds are strictly no smoking sites, this includes the use of electronic cigarettes and vapes. It is essential that all visitors follow our guidelines around smoking.

Students should refer to the Behaviour Policy for student guidelines.



## Health and Safety

As a visitor to our school it is essential that you follow any health and safety guidelines that apply. By doing so, you will assist us in meeting the requirements of the Health and Safety at Work Act 1974

## Mobile Phones

Please avoid using mobile phones in front of the students. We follow a strict off and away policy for students, so any use of a mobile phone should be done discreetly.

## Security

All visitors coming in to the Academy must report to Reception. Please sign in at Reception each time you visit the school and collect a visitor badge. This must be worn and visible at all times.

If you are working with students the school receptionists will also ask to you to produce photographic ID. Please hand in your lanyard when signing out.

## Photographhs

Visitors are prohibited from taking photographs whilst on school site.

## Whistleblowing

If you see or hear anything you have concerns about while visiting our Academy, we encourage you to email the Headteacher — [Philip.Masterson@qka.education](mailto:Philip.Masterson@qka.education)

## PREVENT

Prevent is a Government strategy designed to stop people becoming terrorists or supportive of terrorist or extremist causes. The PREVENT strategy covers all types of terrorism and extremism. At QKA we have a responsibility to protect children from extremist and violent views in the same way we protect them from bullying and violence.





## FIRE PROCEDURES & ESCAPE ROUTES

Your host will explain what to do in the case of emergencies and fire alarms

When the alarm sounds you must leave the building by the nearest exit

Your host will direct you to the assembly point on the astro pitch where you will be registered by reception staff

Do not take any personal risks and please do not re-enter the building until told it is safe to do so.



Principal: Mr Philip Masterson  
Academy Committee Chair: Mrs Dawn Bendall

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[www.qka.education](http://www.qka.education)

